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ODP 1652-77

18 Aug 77

STATINTL

MEMORANDUM FOR: Career Management Officer, DDA
FROM :
Acting Director of Data Processing
SUBJECT : FY-78 Personnel Development Program (PDP)
REFERENCE : Your memorandum, dated 20 July 1977,
Same Subject

Attached is the Office of Data Processing FY-1978
Personnel Development Plan. If you have any questions
please call on extension 4502.

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Attachment: a/s

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DD/A 77-4134

20 July 1977

ODP # 1442-77

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

25X1A

FROM :
Career Management Officer, DDA

SUBJECT : FY-78 Personnel Development Program
(PDP) (AIUO)

1. (AIUO) Attached is a memorandum from the Acting Deputy Director of Central Intelligence transmitting the FY-78 Personnel Development Program. The instructions and chart formats are nearly identical to those utilized for the FY-77 PDP exercise. Also the FY-77 objectives remain realistic for FY-78, however, we do caution that increased emphasis in matching PDP identified officers with enrollment in certain training courses is likely in the future.

2. (C) It is requested that the completed PDP for your Sub-Group be submitted to the DDA/CMO NLT 19 August 1977. If you have any questions or need additional information please call , of my staff, on extension 4142 or R 1585.

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Attachments

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MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service Board

FROM : John F. Blake
Acting Deputy Director of Central Intelligence

SUBJECT : FY 1978 Personnel Development Program

1. The Agency's Personnel Development Program was instituted in FY 1974 in response to an OMB directive requiring the establishment of an executive and management development program in all executive branch organizations of the Government. While the Agency's PDP satisfies the specifics of the order as published by the CSC, it is designed to satisfy the particular needs of the Agency and to mesh with the Agency's decentralized personnel management concept of Career Services. This will be the fifth year for which a PDP has been completed. Each year the PDP improves in quality and each year it becomes of greater value to senior management.

2. The PDP is the formalized personnel planning program for the GS-13 through GS-17 and SPS level of the Agency. A very simple definition of personnel planning is: the process which (a) forecasts future supply and demand for various categories of personnel, (b) determines net shortages or excesses, and (c) develops plans for remedying or balancing these forecasted situations. The data obtained in these steps falls short of actual planning unless it includes designing personnel plans, policies and programs to correct the anticipated imbalances. The designing and development of the plans, policies and programs must be done by senior officers who are in a position to be aware of major priorities and who have the authority to shift these when necessary.

—This document may be downgraded when
separated from classified attachment.

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ESTIMATED CL BY 11/1/84

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3. Executive staffing will occur regardless of the quality of planning; however, the costs of poor planning are too severe and too common to ignore. The dollar costs of poor planning cannot be justified and the psychological costs may be permanent.

4. As you complete the FY 78 PDP report special attention must be given to the effect the new executive pay scale will have on attrition. The projections and goals established in FY 77 should be carefully reviewed and adjustments made as required. I also ask that you look carefully at both the functional and administrative requirements of your executive positions and make certain the necessary skills are being developed in both areas.

5. Several policies and goals were suggested for the FY 77 PDP in the 12 July 1976 memorandum transmitting the program. These objectives remain realistic for FY 78 with only a slight modification of (d) below.

(a) Identify vacancies as specifically as possible. For example, rather than stating a senior operations assignment will become vacant within the year, cite the specific vacancy anticipated and, as closely as possible, the quarter or half year in which the vacancy is anticipated.

(b) Ideally identify for each vacancy a minimum of two individuals qualified for the assignment and the arrangements necessary to make those individuals available for the assignment. This comprises the Executive List of the PDP.

(c) Be aware of the personal goals and plans for each executive level officer, whether on the Executive List or not, so incompatibilities between their plans and Office goals and plans can be reconciled.

(d) Ideally have a minimum of three individuals in the feeder group, GS-13 through GS-15, being trained and developed for each projected executive vacancy on your staffing complement. In most cases the specific position cannot and should not be identified at this level. This group of officers is known as the Executive Developmental Roster and should consist of those individuals in the designated grades judged to have the talent and potential for future executive assignments.

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(e) To the extent possible, know that the personal plans and goals of each individual on the Executive Developmental Roster are compatible with the Office plans and goals.

(f) Identify and schedule specific developmental requirements, both training courses and assignments, for each individual on the Roster. It is appropriate to periodically review long-range plans in the interest of the Agency and the employee to determine their continued applicability.

6. Formats and pertinent instructions for the FY 78 Personnel Development Program are attached for distribution to your Career Sub-groups, or Divisions. In the light of the EAG discussions of the PDP input to the Annual Personnel Plan (APP) you may wish to establish goals and objectives of your own and forward those to your Sub-groups in conjunction with those in paragraph 5. The Office of Personnel, Review Staff, will assist you in any way possible if you will contact them on extension 3465. The Career Service consolidated report must be forwarded to the Director of Personnel not later than 1 September 1977.

John F. Blake

Atts.
As Stated

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